



FEMA

POSITION TASK BOOK FOR THE POSITION OF

**ALL-HAZARDS NATIONAL INCIDENT
MANAGEMENT SYSTEM (NIMS)
HOUSING TASK FORCE LEADER**

HOUSING TASK FORCE LEADER

1. Competency: Assume position responsibilities

Description: Successfully assume the role of Housing Task Force Leader and initiate position activities at the appropriate time according to the following behaviors.

1a. Behavior: Establish effective relationships with relevant personnel

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
1. Establish mechanism for routine information sharing among partner agencies.	I, J		
2. Help establish connections and continuity among short-, medium-, and long-term housing programs.	I, J		
3. Oversee the formation of partnerships with local, state, tribal, territorial, Federal, and nongovernmental housing organizations.	I, J		
4. Work to understand the landscape and relationships among partner agencies in order to be an effective internal advisor and external liaison.	I, J		

1b. Behavior: Ensure readiness for assignment

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
5. Receive, accept, and review assignment and incident.	E, F, I, T		
6. Review the scope, organizations, roles, responsibilities, safety/security considerations, jurisdiction, and authorities: <ul style="list-style-type: none"> • Review pertinent jurisdictional plans • Review pertinent incident-specific plans 	E, F, I, T		

1c. Behavior: Support unique issues associated with tribal or territorial communities

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
7. Coordinate with state/county officials to avoid duplication of benefits.	R		
8. Coordinate with tribal housing authority to determine ownership of housing facilities.	R		
9. Determine assistance available to non-tribal members that reside within a tribal community.	R		
10. Establish effective communications with the Tribal Liaison Officer (TLO), Tribal Coordinating Officer (TCO), and chief executive's Tribal Authorized Representative (TAR).	R		

2. Competency: Communicate effectively

Description: Use suitable communication techniques to share relevant information with appropriate personnel on a timely basis to accomplish objectives in a potentially rapidly changing environment.

2a. Behavior: Ensure the exchange of relevant information during briefings and debriefings

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
11. Communicate complex housing information in an easy- to- understand manner.	I, J		
12. Conduct regular status meetings with team members: <ul style="list-style-type: none"> ● Accomplishments to date ● Future milestones ● Challenges/obstacles 	I, J		
13. Establish clear lines of communication and decision- making authority.	I, J		
14. Provide cohesion for the components of the Housing Task Force.	I, J		

2b. Behavior: Manage communications flow among local, state, tribal, territorial, and Federal stakeholders

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
15. Develop or review communications plan for housing initiatives, including: <ul style="list-style-type: none"> ● Chain of command for communication ● Authority for communication tied to each position ● Contact information for each team member 	E, F, I, J		
16. Identify key stakeholders and establish a mechanism for regular communication: <ul style="list-style-type: none"> ● Local, state, tribal, and territorial partners ● Nongovernmental Organizations (NGO) ● Community stakeholders ● Federal partners 	I, J		

3. Competency: Ensure completion of assigned actions to meet identified objectives

Description: Identify, analyze, and apply relevant situational information and evaluate actions to complete assignments safely and meet identified objectives. Complete actions within established time frame.

3a. Behavior: Execute assigned tasks, assess progress, and make necessary adjustments

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
17. Develop a process for analyzing data and tracking outputs.	C, E, F, I, J, T		
18. Develop and implement a process for tracking progress and provide regular briefings on housing efforts.	I, J		
19. Identify key data requirements for tracking housing objectives.	C, E, F, I, J, T		
20. Provide clear direction to each stakeholder or team member regarding roles, responsibilities, and expectations.	E, F, I, J		
21. Review and evaluate reports from personnel to understand challenges: <ul style="list-style-type: none"> • Create corrective action plans • Set deadlines 	I, J		
22. Understand Federal rules and regulations pertaining to housing strategies.	C, E, F, I, J, T		

3b. Behavior: Develop recovery housing strategies to meet identified recovery housing needs

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
23. Coordinate with the appropriate Recovery Support Functions (RSF) regarding recovery scope and strategies based on the National Disaster Recovery Framework (NDRF) and applicable state, local, tribal, or territorial recovery plan, considering partner input: <ul style="list-style-type: none"> • Community Planning and Capacity Building (CPCB) RSF • Economic RSF • Health and Social Services RSF • Infrastructure Systems RSF 	E, F, I		
24. Develop innovative solutions to short-term and long-term recovery housing needs.	C, E, F, I, J		
25. Develop recovery housing strategies that leverage mitigation opportunities and focus on building resilient communities.	E, I, J		
26. Evaluate how short-term strategies and long-term strategies with different funding streams can better achieve outcomes: <ul style="list-style-type: none"> • Identify overlap and gaps between sources/programs 	E, F, I, J, T		
27. Work with local, state, tribal, and territorial partners to identify housing needs post-disaster; estimate the length of time housing support will be necessary.	E, F, I		

3c. Behavior: Support local, state, tribal, and territorial jurisdictions in identifying available options for short-term recovery housing

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
28. Address needs of the whole community, including individuals with access and functional needs (AFN).	C, E, F, I, J, T		
29. Determine what post-disaster aid is available to communities and help state and local partners access and maximize those resources: <ul style="list-style-type: none"> ● Provide planning support and guidance regarding FEMA's Individual Assistance (IA) program, the U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant Disaster Recovery Program (CDBG-DR), U.S. Department of Agriculture (USDA) Rural Development Rural Housing Service, hazard mitigation programs, and FEMA's Sheltering and Temporary Essential Power (STEP) program ● Coordinate with communities to ensure services are available and coordinated through Disaster Recovery Centers (DRC) 	E, F, I, T		
30. Establish recovery housing solutions that offer wraparound services for complete disaster recovery: <ul style="list-style-type: none"> ● Access to food/grocery services ● Access to health services, including behavioral health ● Understanding of and access to transportation system and resources ● Coordination with utility providers and other essential housing-related services 	I, J		
31. Evaluate community data sources that will support needs assessment: <ul style="list-style-type: none"> ● Households needing housing services ● Status of utility restoration ● Population data on, for example, people who have AFN, medical needs, service animals, and household pets ● Primary languages 	E, F, I, J		
32. Outline the data requirements that will most efficiently support needs assessment claims.	C, E, F, I, J, T		
33. Reduce barriers to housing access and ensure Housing Task Force is survivor centric.	I, J		

3d. Behavior: Oversee the implementation of recovery housing strategies at the local, state, tribal, and territorial levels

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
34. Collaborate with stakeholders to identify obstacles to recovery housing solutions and track progress to resolution.	E, F, I		
35. Lead collaborative sessions with stakeholders to evaluate policy options for each recovery housing strategy.	E, F, I, J, T		
36. Manage short-term and long-term recovery housing efforts.	E, F, I		

4. Competency: Lead assigned personnel

Description: Influence, lead, and direct assigned personnel to accomplish objectives and desired outcomes in a potentially rapidly changing environment.

4a. Behavior: Manage resources to achieve objectives

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
37. Develop a staffing plan and assign appropriate resources to the recovery housing strategies.	I, J		
38. Develop and implement a process for managing staff that includes: <ul style="list-style-type: none"> • Coordinating with personnel to identify priorities • Helping personnel address obstacles • Reallocating or reassigning personnel to meet stated objectives • Evaluating resource needs available to support recovery housing strategies 	I, J		

4b. Behavior: Establish work assignments and performance expectations, monitor performance, and provide feedback

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
39. Ensure Housing Task Force personnel understand responsibilities and expectations: <ul style="list-style-type: none"> • Communicate the scope and complexity of the operations • Communicate key priorities to task force members • Brief task force members on potential barriers or challenges 	E, F, I, J, T		
40. Monitor activities and provide feedback to maximize individual and collective capabilities: <ul style="list-style-type: none"> • Review statistical and operational reports • Assess task force member capabilities 	I, J		